



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

CHIEF OF UTILITY OPERATIONS, WATER RESOURCES
DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	September 14, 2006
	Application forms (STD 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, faxed, or received via interoffice mail after the final filing date will not be accepted for any reason . <u>Faxed or photocopied applications must be followed by an application with an original signature in order to be accepted into the exam.</u>
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, September 14, 2006 .
HOW TO APPLY	Submit applications to: Department of Water Resources P.O. Box 942836 1416 9th Street, Room 320 Sacramento, CA 94236-0001 Applications may be delivered in person to the street address above. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$9,483 - \$10,455
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during October/November 2006 .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, September 14, 2006.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">Either I</p> <p>One year in California state service performing duties of a class equivalent to Principal Engineer, Water Resources.</p> <p style="text-align: center;">Or II</p> <p>Two years in California state service performing duties of a class equivalent to Supervising Engineer, Water Resources.</p> <p style="text-align: center;">Or III</p> <p>Experience: Broad and extensive (more than five years) experience in water and power utilities planning, management or operations involving the performance of increasingly complex duties, at least three years of which shall have been at a supervisory or administrative level equivalent to that of a Supervising Engineer, Water Resources, in California state service. and</p> <p>Education Equivalent to graduation from college with major work in electrical or mechanical engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
POSITION DESCRIPTION	<p>The Chief of Utility Operations, Water Resources, plans, organizes, and directs staff engaged in activities of the Department's utility maintenance and operation functions including coordinating the operations of the field activities of the State Water Project. Directs operation of the field divisions and coordinates with headquarters in the decisions regarding the operation and maintenance, repair and replacement of all machinery and equipment in the field, has direct contact with official visitors, and administers the maintenance and operation of all hydroelectric generating, pumping plants and water distribution facilities and auxiliary equipment in the Division of Operations and Maintenance.</p> <p><i>A position exists in Sacramento with the Department of Water Resources.</i></p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION
INFORMATION

This examination will consist of a **Supplemental Application – Weighted 20.00% and Qualifications Appraisal Interview – Weighted 80.00%**. In order to obtain a position on the eligible list, an overall minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT COMPLETE A SUPPLEMENTAL APPLICATION AND DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE OF
EXAMINATION

Supplemental Application – Weighted 20.00%

Each applicant for this examination must complete and submit his/her response to the Supplemental Item according to the instructions shown below by the final file date of September 14, 2006. Applications received without the Supplemental Items **will be eliminated from the examination process.**

GUIDELINES FOR RESPONDING TO THE SUPPLEMENTAL ITEMS:

- When responding to the Supplemental Items, please follow the guidelines below:
- Your response must be typewritten or generated by computer on 8 ½” x 11” paper.
 - Your response must not exceed two pages (12 point font).
 - Put the **examination title** and the **last four digits of your social security number** at the top of each page (**NOT YOUR NAME**).
 - Make sure your responses are **complete, specific, clear** and **concise**.
 - It is important to provide complete responses to the questions.

NOTE: Resumes, letters and other material WILL NOT be evaluated or considered as a response to the Supplemental Item.

SUPPLEMENTAL ITEMS

Question #1
Please describe your specific experience in managing major programs and projects in a large multi-disciplinary organization.

Question #2
Please describe the breadth of your experience with an emphasis in managing multi-disciplinary staff with positive results.

The Supplemental Items will also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

Qualifications Appraisal Interview – Weighted 80.00%

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:**
1. Principles and practices of planning, management, and operation and maintenance of water and power utilities.
 2. Principles and methods of power marketing and purchasing power transmission and interchange associated with water resources development projects.
 3. Principles of power valuation.
 4. Laws and regulations associated with operation and maintenance of water and power utilities.
 5. Objectives, organization, policies, and strategic goals of the Department of Water Resources.
 6. Principles and practices of supervision and management.
 7. The Department’s Equal Employment Opportunity Program objectives.
 8. A manager’s role in the Equal Employment Opportunity Program and the processes available to meet these objectives.
- B. Ability to:**
1. Plan, organize and direct work of a professional staff.
 2. Review and approve comprehensive reports and correspondence.
 3. Analyze situations accurately and take effective action.
 4. Make effective presentations to a broad audience.
 5. Effectively contribute to the Department’s Equal Employment Opportunity Program objectives.

ADDITIONAL
DESIRABLE
QUALIFICATIONS

Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.

VETERANS
PREFERENCE

Veterans Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate’s responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-6330 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources’ offices, local office of the Employment Development Department, the State Personnel Board, and the SPB web site: www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Interview Scope: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Devices for Communications Impairment
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)

For information regarding this examination, please contact Helene Hiromoto at (916) 653-6330.

DP (Rev. 8/06)

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